OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Operations Manager
Organization Name	Institute for Washington's Future
Address	174 Ward st Seattle, wa 98109
Pay Rate	$$18 - $$22
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Donald Hopps
Phone Number	
Email Address	donhopps@forwashington.org
Website	
EIN	91-0931421

Nature of Organization
The Institute for Washington's Future is a small, non-profit, 501c3 organization engaged in economic development and youth leadership programs. The Institute operates on a state wide basis serving primarily rural communities.
Duties and Responsibilities
The Operations Manager is responsible for the day to day management of the organization including record and book keeping, maintaining internal communications and office functions,organizing meetings, and coordinating ongoing projects with program staff. The manager supports and reports to the Director, and schedules the Director's activities.The Manager's support activities also include overseeing the organizational budget and acting as recording secretary for the Instute's Board.
Minimum Qualifications
The Operations's Manager must have experience in managing an office for a small business or organization, have knowledge of and experience in basic accounting and the use of Quick Books, excellent written and verbal communication skills including working with the internet and cloud computing, and knowledge of non-profit operations and requirements. Must have a working knowledge of Spanish and a driver's licence.
Educational Benefits

The Institute provides an opportunity on which to develop an understanding of Washington's rural communities and social characteristics, hone a wide range of business and organizational skills, and analyze major economic issues in a different context. What makes this job unique is the level of responsibility and challenge the incumbent will experience.
How to Apply
Apply by Letter or Email to Don Hopps. Application must describe experience,skills and interest.

Job Number: 70IFWF | 70% | Closed